



OFFICE OF CIO & DIRECTOR
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TO: Delois Robinson, Deputy Procurement Officer, Purchasing & Contracting
FROM: Angela Green, IT Business Officer, Innovation & Technology *AG*
THROUGH: John A. Matelski, CIO & Director, Innovation and Technology *JAM*
THROUGH: Barry Puckett, Deputy Director, Innovation & Technology *BP*
RE: Xerox Contract 989294 Extension Request
DATE: May 4, 2017

The Department of Innovation and Technology is requesting Purchasing and Contracting's assistance in preparing an agenda item to extend contract 989294, Preferred Digital Multi-Functional Imaging Devices with Xerox Corporation. We need to change the expiration date of this contract from December 31, 2020 to December 31, 2021. The reason for the extension is to provide time for the Xerox leases to extend for the full 60-month period. The transition from Toshiba to Xerox took over 8-months to complete which delayed the start of the leases. All new Xerox leases are based on a co-terminus lease which results in higher equipment charges because of a shorter lease period. Changing the contract expiration from December 31, 2020 to December 31, 2021 will reduce the equipment lease cost for new equipment in addition to providing a full 60-month lease period as required in our RFP and subsequent contract documents. There is no additional cost associated with this request.

Thank you for your assistance in this matter. If additional information is needed, please contact Angela Green at (404) 371-2374.